

<b>Activity:</b>	<b>4.2</b> <b>Select Requirements Analysis Technique</b>
<b>Responsibility:</b>	Project Manager/Team
<b>Description:</b>	<p>A requirements analysis technique is the set of data collection and analysis techniques (e.g., user interviews and rapid prototyping) combined with the lifecycle requirements standards (e.g., tracing the requirements through all lifecycle activities) that are used to identify the project requirements and to define exactly what the software product must do to meet the system owner/users' needs and expectations. When appropriate, the technique must include methods for collecting data about users at more than one geographic location and with different levels and types of needs.</p> <p>The requirements analysis technique should be in harmony with the type, size, and scope of the project; the number, location, and technical expertise of the users; and the anticipated level of involvement of the users in the data collection and analysis processes. The technique should ensure that the functionality, performance expectations, and constraints of the project are accurately identified from the system owner/users' perspective. The technique should facilitate the analysis of requirements for their potential impact on existing operations and business practices, future maintenance activities, and the ability to support the system owner's long-range information resource management plans.</p> <p>It is advantageous to select a technique that can be repeated for similar projects. This allows the project team and the system owner/users to become familiar and comfortable with the technique.</p> <p>Discuss the analysis technique with the system owner and users to make sure they understand the process being used, their role and responsibilities in the process, and the expected format of the output (e.g., how the requirements will be organized and described).</p>
<b>Work Product:</b>	Create a description of the analysis technique and share it with all members of the project team, system owner, and users. Place a copy of the analysis technique description in the Project File.
<b>Review Process:</b>	Conduct a structured walkthrough to verify that the requirements analysis technique is appropriate for the scope and objectives of the project. A structured walkthrough is not needed when the technique has been used successfully on similar projects for the same system owner/user environment.

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